

CONFIDENTIAL

RMS

Chief, Management Staff

7 June 1957

Chief, Records Management Staff

Weekly Report - Week Ending 5 June 1957

1. Contributions

a. Tangible

- (1) Records Center received 140 cubic feet of inactive files and destroyed 46 cubic feet.
- (2) Twelve new and revised forms completed.
- (3) Assisted the Office of Communications in the procurement of a specific piece of filing equipment which will:
  - (a) Eliminate log books in the Cable and Pouch Section.
  - (b) Release 1 fulltime employee for other essential duties.
  - (c) Release 3 safe files.
  - (d) Expedite Reference Service.
- (4) Completed the evaluation of 5 Employee Suggestions.
- (5) Reviewed two requisitions for filing equipment

b. Intangible

None

2. Assignments - (Active)

- a. Records Disposition Survey, OCR - four items in schedule revised as result of review by AD/CR.
- b. Review of Records Control Schedule, Office of Personnel - Annual post audit begun.
- c. Review of Filing System, Suggestion Awards Staff.

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- d. Review of Records Control Schedule, DDP - Schedule being reviewed with request of Chief, RI.
- e. Sixteen new and revised forms in process.
- f. Review of Vital Personnel Records.
- g. Use of Shelf files, Office of Logistics - Developed a floor plan and a work station sketch for the maintenance and servicing of Voucher Files.

3. Assignments (Inactive)

- a. Records Disposition Survey, Commercial Staff- awaiting comments from office.
- b. Installation of Filing System, OSI.
- c. Use of Shelf Filing, Biographic Register and Industrial Register.

h. News

- a. Two members of the Staff attended the dinner meeting of the Interagency O&M Conference.

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